



# **U. S. MISSION**

## **Vacancy Announcement**

### **Riyadh – Jeddah - Dhahran**

**13-27(F)**

**VACANCY ANNOUNCEMENT - RIYADH**

**03/04/13**

<b>OPEN TO</b>	<b>ALL INTERESTED APPLICANTS</b>
<b>POSITION</b>	<b>PROGRAM ASSISTANT-FSN 09, FULL PERFORMANCE LEVEL, POSITION NO: 100486</b>
<b>OPENING DATE</b>	<b>MONDAY, MARCH 04, 2013</b>
<b>CLOSING DATE</b>	<b>MONDAY, MARCH 18, 2013</b>
<b>WORK HOURS</b>	<b>FULL-TIME; 40 HOURS/WEEK</b>
<b>SALARY</b>	<b>* ORDINARILY RESIDENT: POSITION GRADE: FSN-09 SR. 112,292 (ANNUAL BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES).</b>  <b>*NOT ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-05 US\$ 50,043 PER YEAR</b> <b>-- GRADE DETERMINATION WILL BE APPROVED BY WASHINGTON.</b> <b>-- U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY.</b>
<b>NOTE</b>	<b>THE ACTUAL HIRING FOR THIS POSITION WILL BE CONTINGENT UPON AVAILABILITY OF FUNDS</b>

#### **NOTE**

- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK/RESIDENCE PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.**
- EFMS MUST HAVE AT LEAST ONE YEAR REMAINING ON THEIR SPONSORING EMPLOYEE'S TOUR OF DUTY FROM THE EFM'S HIRING DATE.**
- EFMS: INTERESTED APPLICANTS MUST BE WITHIN 60 DAYS OF SCHEDULED ARRIVAL AT POST FROM THE CLOSING DATE OF THIS VACANCY ANNOUNCEMENT.**

The U.S. Embassy in Riyadh is seeking an individual for the position of Program Assistant in the Foreign Commercial Section.

### **BASIC FUNCTION OF POSITION**

Incumbent provides key support to the Commercial Officers and Specialist in the planning, organizing and administration of programs to facilitate the marketing of U.S. products and services in Saudi Arabia. Incumbent coordinates administrative support related to hiring, training, assigning work, evaluating performance and taking corrective actions as needed. Supervises Commercial Section (CS) Riyadh's two clerk/drivers as well as the CS Saudi Arabia Internship Program, serves as the Commercial Section liaison with the Consular Section, manages the CS Riyadh Office e-Mailbox and all incoming and outgoing cable traffic, and backs up the Budget/Fiscal specialist.

### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **Education**: Bachelor's degree or host country equivalent, preferably in Business Administration, Economics, Political Science, Public Administration, Computer Science or Information Systems Management is required.
2. **Experience**: Minimum of 3 years working in an environment with related experience in dealing with either the private and public sector in the Kingdom of Saudi Arabia, progressively more responsible work with respect to the operation, management, and utilization of computer systems as well as office management and administrations. Applicant should have 2 years networking experience covering Local Area Networks, Wide Area Networks, Internetworks, TCP/IP, and use of hubs and switches. Applicant should also have experience in Microsoft Office products, Desk Top operations, including Windows NT and Windows 95.
3. **Language Requirements**: Level 4 (Fluent: Read/Write/Speak) in English and Arabic is required. Skills will be tested.
4. **Knowledge/Other Criteria**: Excellent and thorough knowledge of U.S. Commercial Service, its mission, programs and services. Substantial knowledge of both the private & public sectors within KSA, with particular emphasis on familiarity with the commercial sector in Riyadh. Computer equipment capabilities and limitations. Training experience in the use of Intranet and Internet development and maintenance, and security software. Ability to advise on, configure and operate direct videoconferencing equipment.
5. **Other Skills**: Incumbent should have good leadership skills and management practices, good computer skills in Software (MS Office) and System Administrator skills for LAN and database systems. Strong interpersonal and teaching skills (in a classroom and on a one-on-one basis) are required, Level II typing skills.

### **TO APPLY**

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi work permit;
5. Any other documentation (e.g. copy of valid work permit, essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

**SUBMIT APPLICATION AND ALL DOCUMENTS IN A SINGLE PDF ATTACHMENT**  
**TO: [HRORiyadh@state.gov](mailto:HRORiyadh@state.gov)**

### **SELECTION PROCESS**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
4. EFM's must have at least one year remaining on their sponsoring employee's tour of duty from the EFM's hiring date.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.
7. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

### **POINT OF CONTACT**

Human Resources Office  
Telephone: 01-488-3800

### **DEFINITIONS\***

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when

such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE: CLOSE OF BUSINESS (1700HRS) MONDAY, MARCH 25, 2013**

The U.S. Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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